

Fairfield

Properties L.P.



GENERAL RENTAL AND OCCUPANCY CRITERIA GUIDELINES

ALL APPLICATIONS FOR RESIDENCY WILL BE EVALUATED USING THE FOLLOWING CRITERIA:

RENTAL APPLICATIONS MUST BE PROCESSED ON ALL PROSPECTIVE RESIDENTS AND OCCUPANTS 18 YEARS OF AGE AND OLDER WHO WILL BE THE RESPONSIBLE LEASE HOLDER.

A NON-REFUNDABLE APPLICATION FEE MUST BE PAID FOR EACH OCCUPANT 18 YEARS OF AGE AND OLDER FOR PROCESSING CRIMINAL BACKGROUND.

- I. **IDENTIFICATION** A government issued photo ID is required for all applicants.
- II. **SALARY/INCOME**
 APPLICANTS RECOMMENDED, "APPROVED" BY SAFERENT MUST COMPLY WITH THE FOLLOWING INCOME REQUIREMENTS
- Prior to move-in income must be verified by obtaining one of the following: confirmation on employer letterhead, copies of the last two payroll check stubs, previous year W-2 or copies of the last 2 months' bank statements.
 - Must be currently employed, but if unemployed or retired, proof of income/assets should be provided, and must be equal to 3 times the contractual amount of the lease term.
 - Gross monthly income of combined applicants must be 3 times the effective rent of the apartment being leased.
 - Roommate applications must be processed simultaneously.
 - Non-citizen students may submit the I-20 or DS-2019 as a source of acceptable income verification.
- III. **MARGINAL APPLICATIONS**
- A screening of eviction and/or rental history will be performed on applicants that represent a higher risk than Fairfield would normally accept. If an eviction or lease violation is discovered, the application will be declined.
- IV. **DECLINED APPLICATIONS** (If any of the following apply, the application will be declined):
- No government issued photo identification.
 - No verifiable income or salary.
 - Falsification of the Application.
 - Criminal Record - Any past felony conviction will result in a declined application. Any felony arrest during the past 7 years will result in a declined application. In addition, any misdemeanor conviction or arrest in the past 7 years related to firearms/weapons illegal drugs or sex crimes will result in a declined application.
 - Non-U.S. Citizens who do not provide the required U.S. INS documents.
 - Any criminal records returned as "undetermined" or "unknown". Applicant would be required to provide verifiable documentation of details of such records if the applicant wishes to continue the pursuit of residency. This documentation will be reviewed and determined by the Regional Supervisor.
 - Resident History - The account must be current at the time of application and lease term fulfilled at that point. No more than 2 late payments in the 12-month period. No more than 1 NSF check in the 12-month period. No more than 1 noise or related complaint.
- V. **SECURITY DEPOSIT REQUIREMENTS**
- A security deposit is required to be paid in full prior to moving in. If applicant is not approved, a check for the full deposit amount will be mailed within thirty (30) days of notification.
Conventional - If after seventy-two (72) hours you or any co-applicant withdraws an application, we will retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.
Student Housing - Both parties must sign the lease contract at the time the security deposit(s) is paid. There is no grace period allowed for cancellation of the lease.
 - All rent, deposits, and fees must be paid by check, money order or cashier's check. No cash will be accepted. If the bank returns the application fee or deposit check, the application will automatically be declined.
- VI. **OCCUPANCY**
- Conventional - Maximum number of persons per apartment: 2 persons per bedroom plus 1.
 Example: 1 bedroom limit is 3 people, 2 bedroom limit is 5 people, 3 bedroom limit 7 people.

 In the event an adoption or birth of a child occurs causing the occupants to exceed the maximum number permitted per bedroom, residents will have until the expiration of the lease term to transfer to the appropriate apartment to comply with occupancy limits.
 - Student Housing - Maximum number of occupants per apartment is 1 person per bedroom.
- VII. **CO-SIGNERS/GUARANTORS**
- Co-signers are accepted only when results from SafeRent indicate "Inquiries Only" information, Rent To Income Requirement must still be met by applicant.
 - Must complete the Lease Contract Guaranty and be processed through SafeRent as a Guarantor.
 - Co-signer must sign the Lease Contract Guaranty form in person using a government issued photo ID or furnish a notarized original before move-in. A faxed copy of the notarized guaranty must be furnished before the applicant will be processed if Guarantor is not signing in person.
 - Must meet the same income requirements as the applicant.
 - Must pay the same application fee as the applicant.
- VIII. **APPLICANTS WHO ARE NOT U.S. CITIZENS**
- Must complete the Additional Supplemental Application for Non-U.S. Citizens.
 - Required to submit INS documents for verification. Acceptable forms include I-551, I-688, I688A, and I-94. The document must have a minimum 6-month remaining period when they apply.
- IX. **SCORING OF YOUR CONSUMER CREDIT REPORT.** This community uses an empirically derived, statistically sound, credit scoring system to evaluate your consumer credit report. Credit scoring is based on real data and statistics, so it treats all applicants objectively. Your consumer credit report contains information about you and your credit experiences, such as your bill-payment history, the number and type of accounts that you have, late payments, collection actions, outstanding debt, and the age of your accounts. Using a statistical program, we compare this information to the credit performance of other applicants with similar profiles which allows us to predict how likely it is that you will pay you rent in a timely manner and fulfill your other lease obligations. Based upon your credit score, your application will either be accepted, accepted with condition, or denied. If your application is denied or is accepted with conditions, you will be given the name, address and telephone number of the consumer reporting agencies, which provided our consumer information to us.

X. LIABILITY INSURANCE REQUIREMENTS

Proof of liability insurance with a minimum coverage level of \$15,000 is required. Contents coverage is not required, but recommended. You may choose the insurance coverage and policy limits that are most appropriate for your situation, provided the minimum coverage of \$15,000 is satisfied. For applicants that do not have a specific insurance agent identified, First American Property & Casualty Insurance Company has made available Registry TLC, a convenient, affordable liability insurance program developed for apartment residents. There is no application, no hassle, and your premium is billed monthly with your rent. For policy details, please call customer service representatives toll free at (866) 654-9900 or ask our leasing office for an informational brochure.



Applicant Signature: _____

Date: _____

Applicant Signature: _____

Date: _____

Rental Application for Residents and Occupants

Each co-resident and each occupant over 18 must submit a separate application.

Spouses may submit a joint application

Date filled out: _____

ABOUT YOU: Full name (exactly as on driver's license or govt. ID card) _____

Your street address (as shown on your driver's license or govt. ID card) _____

Driver's license # and state: _____
 OR govt. photo ID card #: _____
 Former last names (maiden and married): _____

Social Security Number: _____
 Birthdate: _____ Height: _____ Weight: _____
 Sex: _____ Eye color: _____ Hair Color: _____
 Marital Status: single married divorced
 widowed separated
 Are you a U.S. citizen? Yes No
 Do you or any occupant smoke? Yes No
 Will you or any occupant have an animal? Yes No
 Kind, weight, breed, age: _____

Current home address (where you now live): _____

City/State/Zip: _____
 Home/cell phone: _____ Current Rent: \$ _____
 Email address: _____
 Name of apartments where you now live: _____

Current owner or manager's name: _____
 Their phone: _____ Date moved in: _____
 Why are you leaving your current residence? _____

Your previous home address: _____

City/State/Zip: _____
 Apartment Name: _____
 Name of above owner or manager: _____
 Their phone: _____ Previous monthly rent: \$ _____
 Date you moved in: _____
 Date you moved out: _____

YOUR WORK: Present Employer: _____
 Address: _____
 City/State/Zip: _____
 Work phone: _____
 Position: _____
 Your gross monthly income is over: \$ _____
 Date you began this job: _____
 Supervisor's name and phone: _____

Previous employer: _____
 Address: _____
 City/State/Zip: _____
 Work phone: _____
 Position: _____
 Gross monthly income was over: \$ _____
 Date you began and ended this job: _____
 Previous supervisor's name and phone: _____

YOUR CREDIT HISTORY: Your bank's name, city, state: _____

List major credit cards: _____

Other non-work income you want considered. Please explain: _____

Past credit problems you want to explain. (Use separate page.) _____

YOUR RENTAL/CRIMINAL HISTORY: (Check only if applicable.)
 Have you, your spouse or any occupant listed in this Application ever: been evicted or asked to move out? moved out of a dwelling before the end of the lease term without the owner's consent? declared bankruptcy? been sued for rent? been sued for property damage? been charged, detained or arrested for a felony or sex crime that was resolved by conviction, probation, deferred adjudication, court ordered community supervision, or pretrial diversion? been charged, detained or arrested for a felony or sex related crime that has not been resolved by any method? Please indicate below the year, location and type of each felony and sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. *You represent the answer is "no" to any item not checked above*

YOUR SPOUSE: Full Name: _____
 Former last names (maiden and married): _____
 Spouse's Social Security #: _____
 Driver's license # and state: _____
 OR
 Govt. photo ID card #: _____
 Birthdate: _____ Height: _____ Weight: _____
 Sex: _____ Eye color: _____ Hair Color: _____
 Are you a U.S. citizen? Yes No
 Present employer: _____
 Address: _____
 City/State/Zip: _____
 Work phone: _____
 Position: _____
 Date began job: _____
 Supervisor's name and phone: _____

OTHER OCCUPANTS: *Names of all persons under 18 and other adults who will occupy the unit without signing the lease. Continue on a separate page if more than three.*
 Name: _____ Relationship: _____
 Sex: _____ DL or govt. ID card # and state: _____
 Birthdate: _____ Social Security #: _____
 Name: _____ Relationship: _____
 Sex: _____ DL or govt. ID card # and state: _____
 Birthdate: _____ Social Security #: _____
 Name: _____ Relationship: _____
 Sex: _____ DL or govt. ID card # and state: _____
 Birthdate: _____ Social Security #: _____

YOUR VEHICLES: *List all vehicles to be parked by you, your spouse or any occupants (including cars, trucks, motorcycles, trailers, etc.) Continue on separate page if more than three.*
 Make and color of vehicle: _____
 Year: _____ License #: _____ State: _____
 Make and color of vehicle: _____
 Year: _____ License #: _____ State: _____
 Make and color of vehicle: _____
 Year: _____ License #: _____ State: _____

Non-TX Rental Application for Residents and Occupants

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Each co-resident and each occupant over 18 must submit a separate application.

Spouses may submit a joint application

Date filled out: _____

WHY YOU RENTED HERE:

Were you referred? Yes No

If yes, by whom:

Name of locator or rental agency: _____

Name of individual locator or agent: _____

Name of friend or other person: _____

Did you find us on your own?: Yes No

If yes, fill in information below:

On the Internet Stopped by

Newspaper (Name): _____

Rental publication: _____

Other: _____

EMERGENCY: *Emergency contact person over 18, who will not be living with you:*

Name: _____

Address: _____

City/State/Zip: _____

Work phone: _____ Home phone: _____

Relationship: _____

AUTHORIZATION: I or we authorize (owner's name): Montclair apartment homes

to: (1) share the above information with owner's electric provider and (2) verify, by all available means, the above, including reports from consumer reporting agencies before, during and after tenancy on matters relating to my lease and income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Rental Application. Authority to obtain work history information expires 365 days from the date of this Application.

Applicant's signature: _____ Spouse's signature: _____

MONTCLAIR APARTMENT HOMES
3525 SHEFFIELD MANOR TERRACE, SILVER SPRING, MD 20904
phone: 301.890.0380 fax: 301.890.0134

Date: _____

Landlord Fax Number: _____

Fax Not Accessible

RE: Residency Verification For: _____

The above referenced individual has applied for an apartment at Montclair Apartment Homes. In order to process the application, it is necessary that we obtain verification of his/her Residency.

Please complete the section below and return this form directly to our office at the above fax number or via mail as soon as possible. Please note we must receive this form before the applicant can move in.

Thank you for your cooperation in this matter.

Sincerely,

Montclair Apartment Homes

Applicant Authorization: _____
Applicant Signature

Residency Verification

I hereby certify that the information below is true and correct:

Applicant Name: _____

Dates of Residency: from _____ to _____

Monthly rent amount: \$ _____

Any Late Payments? _____ (yes/no) If Yes, How many times? _____

Any NSF checks? _____ (yes/no), If Yes, How many? _____

Is account current? _____ If No, what is current balance? _____

Was proper Notice given? _____

Information Released by: _____

Title: _____

Name of Apartment Community: _____

Phone Number: _____

Date Received at Property: _____ Received By: _____

Verification Follow-up: _____ Associate Initials: _____

MONTCLAIR APARTMENT HOMES
3525 SHEFFIELD MANOR TERRACE, SILVER SPRING, MD 20904
phone: 301.890.0380 fax: 301.890.0134

Date: _____

Employer Fax Number: _____

Fax Not Accessible

RE: Employment Verification For: _____

The above referenced individual has applied for an apartment at Montclair Apartment Homes. In order to process the application, it is necessary that we obtain verification of his/her Employment with your company.

Please complete the section below and return this form directly to our office at the above fax number or via mail as soon as possible. Please note we must receive this form before the applicant can move in.

Thank you for your cooperation in this matter.

Sincerely,

Montclair Apartment Homes

Applicant Authorization: _____
Applicant Signature

Employer Verification

I hereby certify that the information below is true and correct:

Applicant Name: _____

Position: _____

Gross Annual Salary*: _____

***This amount includes bonuses, commissions, tips, anticipated raises, fees and overtime**

Employed Since: _____

Information Released By: _____

Title: _____

Name of Company: _____

Telephone Number*: _____

***Please provide telephone number in the event the leasing office needs to obtain additional information**

Date: _____

For Leasing Office Use Only:	
Date Received at Property: _____	Received By: _____
Verification Follow-Up: _____	Associate Initials: _____